

Tax Installment Payment Plan Service (TIPPS) Application Form

Please submit one application form and banking information for each property to be registered in the TIPPS Program. Banking information must be a chequing account. Line of credit accounts will be rejected by the bank. The applicant must be the owner of the chequing account being used.

Pre Authorized Debit Agreement

Unless other arrangements have been made, payments in the amount of 1/12th of the annual levy will be withdrawn on the first business day of each month from the chequing account provided with this application.

The first withdrawal may include an additional amount for plans starting after January 1. Written confirmation advising the month the plan is starting, the amount of the first withdrawal and future monthly withdrawals will be sent to the mailing address provided on the application.

TIPPS payments will not be refunded or transferred to another account. If you sell your property, you must cancel your current plan and submit a new application for your new property.

If funds are not available on the first business day, your financial institution will try to withdraw the scheduled amount again within seven business days. If funds are not available after the second withdrawal attempt, written notification of the returned payment will be sent to the property owner. The City of Regina will apply a service charge to each tax account affected by the returned payment.

TIPPS is a monthly plan for annual levies. Other charges applied to the property are not included in the TIPPS monthly scheduled amount and must be paid separately.

Changes to monthly payment amounts: Pre-notification will be sent to the mailing address on file if the monthly payment amount is increasing by \$10.00 or more per month.

Changes to banking information: Must be received in writing. Written confirmation to advise of the new banking information and the effective month for the change will be sent to the mailing address provided on the application.

Cancellations from the program: must be received in writing 3 business days before the next withdrawal. A change in land title information for the property may cause the account to be removed from the TIPPS program. The City of Regina may remove you from the TIPPS program for missed payments. Upon cancellation all unpaid taxes become due, payable and subject to penalties in accordance with the *Regina Administration Bylaw*.

Registered Owner (Print): _____

Property Address: _____ Account ID: _____

Applicant Name (Print): _____ Date: _____

Daytime contact number: _____ Other: _____

Applicant Mailing Address: _____

Chequing Account Information: Void Cheque Verification Form Account Type: Personal Business

I authorize the City of Regina and the financial institution shown on the enclosed "void" cheque or bank verification to begin monthly withdrawals from the account provided for payment of property taxes under the TIPPS program. This authority will remain in effect until it is ended in writing by me or the City of Regina. I agree the plan can be ended by either party.

I have read and agree to the conditions as stated on the application form.

Authorized Signature(s): _____ Received by: _____

Applications will not be processed without a signature.

You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PreAuthorized Debit Agreement. To obtain more information on your recourse rights, you may contact your financial institution or visit www.cdnpay.ca.